

April 10, 1979

Minutes of the regular meeting of the Board of Directors of the Skokie Public Library held April 10, 1979.

Members present: Rabbi Karl Weiner, President; Mrs. Diana Hunter, Vice President; Dr. John Wozniak, Secretary; Walter B. Flintrup; Richard C. Lindberg; Mrs. Shirley Merritt; Mrs. Norma Zatz; and Mary Radmacher, Chief Librarian.

Rabbi Weiner called the meeting to order at 8:45 p.m. and noted that there was full attendance. He set aside the regular order of business so that Mr. Harold Schiewe, Vice President of Samuel R. Lewis Associates, Inc. could discuss the Total Cost Record Report of Johnson Services he had prepared, as well as the Johnson proposal for 1979/80. Mr. Schiewe recapped the present 2-part working arrangement which the Library has with the Johnson Company (central control service and mechanical work). He said the annual central control service fee of \$5,916 will be raised by 8% and advised that the Library could accept that or send out invitations to bid on a new contract. He pointed out that Johnson may renew both parts of the old contract on a one year basis only.

Mr. Schiewe then reviewed his four page Total Cost Record Report which presented the following: every manner of information necessary for an understanding, from 1975 to present, of services, costs, contract terms, projected increases and proposed coverages; a complete breakdown of costs for the new building and the old building of maintenance with full parts replacement monthly, with parts replacement to \$1,000 and maintenance with no parts replacement from 1976 to present; and all expenses charged by Johnson on a monthly basis for all types of maintenance and monitoring services, which services were shown by their categories, including miles for transportation of the service people. He reviewed in detail the statistics presented in his report and

emphasized the total costs for the past eleven months as compared to the probable costs for the new proposal. He described the company's philosophy relating to repairs. He asked the members if they wished to accept the contract proposal.

A lengthy discussion followed during which Mr. Schiewe outlined the three alternatives available to the Board: (1) to issue competitive bids for the contract; (2) to go with Johnson Controls; and (3) to hire a capable, trained person to operate the buildings. He suggested that the Board engage Johnson in a service contract at \$19,000 a year or ask them for a new proposal based on maintenance with no parts replacement. The latter would give the Library the rest of the year to prepare documents and send out a contract (specifications) for bids. Mr. Lindberg asked about interested contenders and Mr. Schiewe said there would be possibly three. He outlined the advantages and disadvantages of getting a contract for bids. Rabbi Weiner asked if Johnson owns the censoring system and was told they did; that a change of company would mean the additional costs of installing an entirely new system.

The costs of processing bids were discussed and Mr. Schiewe said that preparation of specifications might cost \$2,000. He felt bids might induce Johnson to offer a lower bid but also felt that the advantages, all told, would be negligible. Mr. Schiewe commented on the decision which must be made tonight and that which can be made at the end of six months. Mr. Lindberg opted for continuation of the present arrangement and Mr. Schiewe added that Johnson should be watched carefully.

Motion by Dr. Wozniak, seconded by Mrs. Hunter:

MOTION: That the Library accept the Johnson proposal in which the existing contract is updated for a cost of \$1,263.90 per month for maintenance with no parts replacement and the contract should be put in writing.

There being no further discussion, Dr. Wozniak called the vote which carried unanimously.

Rabbi Weiner asked Mr. Schiewe to investigate the number of service calls that have been made in the past. Mrs. Hunter asked that he also check the transportation mileage item. Miss Radmacher observed how much time and thought Mr. Schiewe has given to the Library in the past and how much money he has saved the Library. Rabbi Weiner thanked Mr. Schiewe for his presentation and his fine services to the Library throughout the year.

APPROVAL OF MINUTES OF THE MEETING OF MARCH 7, 1979

Rabbi Weiner returned the meeting to the regular order of the Agenda. The minutes of the March 7, 1979 meeting were approved as submitted.

FINANCIAL STATEMENTS

Motion by Mrs. Hunter, seconded by Mrs. Zatz was unanimously adopted:

MOTION: That the financial statements for the General Operating Fund, Reserve Fund for the Purchase of Sites and Buildings, and the Library Construction Fund for the month of March, 1979 be accepted and that the lists of bills for the General Operating Fund in the amounts of \$32,876.56 and \$1,189.15 and the list of bills for the North Suburban Library System (NSLS) Coordinated Acquisitions Program (CAP) in the amount of \$2,284.79 be approved for payment, subject to audit.

INVESTMENT OF LIBRARY FUNDS

Mr. Lindberg reported his talk with Mr. O'Connell of the Skokie Federal Savings and Loan re: investments of funds by the Library in savings and loan institutions. The current rate of interest which Skokie Federal would pay on \$10,000 or more is 9.495%. The First National Bank of Skokie now pays the same interest rate. Mr. Lindberg outlined what moneys the

Library could receive in interest from different investments. Mr. Flintrup pointed out that money in excess of \$40,000 invested under one name cannot be guaranteed. The concept of investing in money market funds which pay more than 10% (compound interest) but which can go bankrupt was discussed. The members commented on Skokie's many savings institutions. Mr. Lindberg recommended dividing up the funds so each lending institution in Skokie shares the investments. Miss Radmacher explained the present method of investing and the reasons for it and reminded the members that when the present bond matures on June 6, 1979, the Library will have to re-invest the money. She also reminded them that there is still a Construction Fund account (approximately \$9,000) in a checking account in the Old Orchard Bank. Mr. Flintrup pointed out certain limitations of the Library in transferring funds and also said the Library may invest unlimited funds in Treasury bonds. Mr. Lindberg observed that savings and loan institutions do not have to pay money upon demand. Rabbi Weiner capsulized the various comments and recommended leaving the funds as they are.

CIRCULATION REPORTS

The Circulation Reports for March, 1979 were accepted and placed on file.

STATUS OF BOOK BAG SALE

It was decided by the Directors that one cumulative report on this item be presented at the end of the fiscal year.

GIFT OF \$25.00 FROM THE CIVIC WOMAN'S CLUB OF SKOKIE

Miss Radmacher reported on this donation which goes into the General Operating Budget. Mrs. Zatz commented that quite some time ago a motion had been made to place unspecified gifts in the Sculpture Fund. Miss Radmacher thanked her for this reminder.

CORRESPONDENCE

Three items of correspondence were read.

PERSONNEL

Miss Radmacher reported the resignation of one of the Library's employees and the plan for dividing that person's responsibilities among other staff members. A letter of commendation re: an employee was discussed.

COMMENTS FROM LIBRARY TRUSTEES

Miss Radmacher asked if press releases should be deleted from the packets prepared for each meeting. Mrs. Merritt suggested that one set be made to pass around at each meeting. She also suggested sending good Library public relations material to all Skokie residents in the plastic bags which are hung on doorknobs by a distributing firm. Mrs. Hunter suggested including one feature each month. Miss Radmacher listed the various public relations efforts presently made.

SECURITY

Mr. Lindberg commented on his memo to the Board of March 27 re: Tony Siciliano and the difference between magnetic and radio frequency systems. He took issue with Mr. Siciliano's recommendation and outlined his opinion of the differences between the magnetic and radio frequency systems. He suggested finding out whether a laminated paper can be made which performs as a shield to be used with Checkpoint, and also tabling the matter until he can talk to Mr. McNee. Mrs. Hunter discussed the dangers of radioactivity in our modern society and believes this problem should be considered when deciding what kind of security system to choose. Mr. Lindberg discussed the electrostatic field around the various systems being considered. Mr. Flintrup spoke about the first priority of importance - in his opinion - of stopping book thefts. Mrs. Merritt suggested trying the

method used by Northwestern's library which necessitates showing all books to a security person upon leaving their library. Rabbi Weiner Use of the removable card (detuner card) gives less security to the Library because ~~suggested consideration by the members of the two concerns. The re-~~ it places the security in the hands of the Library users. ~~movable card gives less security guarantee to Library users; the health~~ (corrected in May 9, 1979 minutes)
~~factor affects pacemakers and radiation.~~ He felt this is where the choice lies in terms of priorities. The question of IBM making a keypunch card that could serve as the Checkpoint detuner card was raised. Mr. Flintrup thought this would present an insurmountable problem because of the paper requirements involved. He outlined the necessary type of paper required and the declining need for cards in the marketplace. Mr. Flintrup made the following motion:

MOTION: That the Library go toward a magnetic tape type system to be advertised in a request for bids.

Mrs. Hunter seconded the motion. Rabbi Weiner called for discussion. Mr. Lindberg spoke about the pro's and con's of Tattletape, Knogo and Gaylord Magnavox systems, as well as those of Checkpoint, commenting that no system is foolproof. He again endorsed Checkpoint, believing it has no adverse affect upon pacemakers worn by Library patrons. Mr. Flintrup referred to articles printed about pacemaker wearers in our country and other pertinent information regarding pacemakers and concluded that there is no risk involved by pacemaker wearers re: the recommended security system. He and Mr. Lindberg discussed the lack of 100% security control in any system. Dr. Wozniak called the roll on the motion with the following results:

Mrs. Hunter	-	Yes
Mrs. Zatz	-	Yes No (Corrected in May 9, 1979 minutes)
Mrs. Merritt	-	Abstained
Mr. Lindberg	-	No
Mr. Flintrup	-	Yes
Rabbi Weiner	-	Yes
Dr. Wozniak	-	Abstained

The motion carried. Mr. Lindberg suggested changing the proposal form when advertising for bids. Mrs. Hunter recommended obtaining sample proposals from other libraries.

NORTH SUBURBAN LIBRARY SYSTEM

Mr. Flintrup reported on the March meeting at which a future concept of lending books was discussed. This was brought about because Arlington Heights Memorial Library has disregarded present rules re: reciprocal borrowing. Rabbi Weiner asked Mr. Flintrup to remain as the Skokie Public Library's representative to the North Suburban Library System and Mr. Flintrup agreed to do so for one more year.

CULTURAL HERITAGE FESTIVAL

Miss Radmacher reported that Rabbi Weiner sent letters to all Village Officials, the clergy, school superintendents and Skokie homeowner associations' Presidents, inviting them to come to a meeting to discuss plans which will include the entire Village in various phases of the Festival. The Library staff has begun to prepare for the Library's involvement in the Festival. Rabbi Weiner outlined plans made by the High School District and the clergy and related that the special motivation is that Skokie should be known in the future for its model human relations and inter-ethnic, cooperative spirit. Good public relations would have significance. There will be another meeting on April 26, 1979.

REPORT FROM NORMA ZATZ, NILES EAST HIGH SCHOOL COMMITTEE RE: ALTERNATIVE USE OF NILES EAST HIGH SCHOOL

Mrs. Zatz reported on the first meeting held two weeks ago. She ascertained that the other schools are not going to take Niles East's library supplies. She suggested to the committee that at the time of the closing, the books be offered for sale and that perhaps the Skokie Public

Library might buy some of them. The cost would probably be 25¢ on the dollar. Mrs. Briezart of the committee recommended that the building be completely made a Fine Arts building. She suggested that the Village will be renting out certain space. There was also a suggestion that the building should house a trade school. The committee is looking for grants. The consensus of the committee is that none of the buildings should be sold, rather they should be rented. The parking problem there was discussed. Rabbi Weiner thanked her for her report.

UNEMPLOYMENT COMPENSATION

Miss Radmacher stated that she had found no adopted motion in past minutes to accept Reed, Roberts Associates, Inc. Mr. Flintrup made the following motion:

MOTION: That the Library accept participation in the Unemployment Compensation Program as initiated through the North Suburban Library System.

The motion was seconded and passed unanimously.

REVENUE SHARING

This item was noted.

PER CAPITA GRANT

Miss Radmacher reported that a grant application was submitted which has been acknowledged. The Library may receive \$18,536.73 which is 27¢ per capita. The money must be used this year. Rabbi Weiner thanked Mrs. Hunter for her interest in this matter. The possibility of using the money for the Ethnic Festival was discussed and Mrs. Hunter said she did not feel this would fall within the permitted use of the funds. She suggested acknowledging to the Secretary of State and our State legislators that the Library appreciates their recognition of need for funds from the State. Dr. Wozniak urged that the money be used for books. Rabbi Weiner suggested this item be put on the agenda for next month.

APPLICATION TO ILLINOIS ARTS COUNCIL GRANTED

The announcement of the award of \$1,000 for sculpture has been received.

BROKEN WINDOW LITE IN YOUNG PEOPLE & CHILDREN'S DEPARTMENT

There have been about twenty broken windows in the past. However, this is the first to break since replacement is the financial responsibility of the Library.

BOOKMOBILE

Miss Radmacher reported on the condition of the bookmobile which presently cannot be driven and will cost several thousand dollars to repair. It was agreed to table the matter to a future meeting until further information can be obtained. Miss Radmacher discussed the matter of parking the bookmobile. Mrs. Hunter asked Miss Radmacher to obtain costs of gas bills also when she compiles a list of expenses.

CLSI

It was decided to have another presentation from CLSI representatives at 5 p.m. before the meeting on May 9. Dinner will be served at 6 and the meeting will convene at 7:30.

VARIOUS

Mr. Flintrup related he had discussed the parking problem with Harvey Schwartz. Mr. Schwartz will ask Mayor Smith about having a "Board to Board" meeting. Mr. Flintrup emphasized the necessity for quick action on this problem. Rabbi Weiner reported that Mayor Smith expressed his desire to set a date for such a meeting.

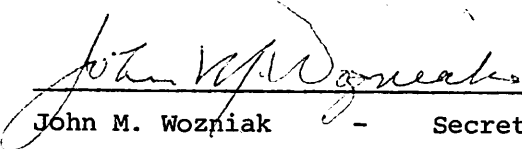
Mrs. Merritt commented that the Skokie Park District election is on April 17.

Shirley Gould will speak on "The Challenge of Achievement, Helping Your Child Succeed" at the Library on April 23 at 8 p.m.

ALA CONFERENCE, DALLAS, JUNE 22-29, 1979

Miss Radmacher recorded the individual attendance scheduling of the various members for the forthcoming Conference.

The meeting adjourned at 10:55 p.m. The next meeting of the Skokie Public Library Board of Directors will be held on May 9, 1979 after the special presentation and dinner.



John M. Wozniak - Secretary